

MINUTES

REGULAR MEETING

**TRANSIT AUTHORITY OF THE CITY OF OMAHA
AUTHORITY'S ADMINISTRATION BUILDING
2222 CUMING STREET
OMAHA, NEBRASKA, 68102
January 26, 2012
8:30 A.M.**

The Transit Authority of the City of Omaha Board met in Regular Session on Thursday, January 26, 2012, at 8:30 a.m., in the Authority's Administration Building, 2222 Cuming Street, Omaha, Nebraska, 68102. Notice was given in advance of the meeting by publication in the Omaha World Herald. For the benefit of the public in attendance, a copy of the Open Meeting Law is posted in the meeting room and Agenda is posted on Bulletin Boards located outside the meeting room. The following persons were in attendance at the meeting.

Authority Board:

Mr. Michael Young, Chairman
Ms. Julia Plucker, Vice Chair
Mr. Richard Moore, Secretary/Treasurer
Mr. Robert Braun
Mr. Michael Leahy

Authority Staff:

C. Simon, Executive Director
P. Arps, Human Resources Director
D. Finken, Finance Director
J. Gladstone, Grant Administrator

Others Present:

MAT Staffs

Agenda Item # 1: Call to order

Mr. Young called the meeting to order at 8:30 a.m. For the benefit of the public in attendance, a copy of the Open Meeting Law is posted in the meeting room and the Agenda is posted on Bulletin Board located in the facility Lobby.

Agenda Item # 2: Approval of Minutes of Previous Meeting: Regular Board Meeting

Mr. Young entertained a motion to approve the Minutes of the Regular Meeting of December 15, 2011.

Motion by Mr. Braun; Second, Mr. Leahy to approve the minutes as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES.

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Agenda Item #3:

Administration/Human Resources:

(P. Arps)

Administrative Reports

Discussion Items:

- At the December meeting I had indicated that I would be bringing some policies revision before the board for adoption. In the course of revising the policies, we discovered that they have affected other policies so we are currently reviewing them in house and having our attorneys review them and I will bring the revised policies before the board in the next board meeting.
- Last Friday, we had an insurance audit by Interstate National, who is our current Casualty Excess Insurance Carrier. They visited with me for 2 to 3 hours and similar group came out yesterday and reviewed Operational matters with David Jameson and myself. We'll be going out for bid on April for renewal of our Excess Casualty Insurance and our broker has indicated that couple of firms has contacted them and expressed interest in quoting our Excess Insurance.
- Prior to meeting, I passed out an acknowledgement – this is part of our purchasing procedures; we require annual assurance for all persons who deal with procurement matters, including the board members. I would ask the board members to date and sign that acknowledgement and I will collect them at the end of the meeting.
- Prior to the meeting I also passed out workforce analysis for CY 2011 and an Organizational Chart current as of January 1 for your reference.

Programs / Operations:

(K. Shadden)

Discussion Items:

- I have been working on annual reviews for the people who report to me.
- The fare increase took effect on January 1. Information went out to the public and programming in fare boxes were adjusted to accommodate the increase.
- We are working with a refugee group in town to provide train the trainer training so their refugee community can better navigate our bus system.
- Google Transit is up on the website and a press release has been approved by Google is going out tomorrow to inform the public we are on Google. We have 14 of these panels on the buses and there are 12 advertisement panels going onto shelters.

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Agenda Item # 4: Request Authority to Award Contract – Audit Services

Staff is requesting approval to award a five year contract to a Hayes and Associates, LLC, CPAs & Consultants to perform auditing services for the Authority. In November 2011 Requests for Proposals were sent to five auditing firms, included in the Board Packet is the quotes or responses that were received back from the firms. Both Curt Simon and Denise Finken met with the firms that responded to the proposals.

We recommend Board approval of the Resolution to award the contract to Hayes and Associates, LLC, the lowest proposal.

The Chair entertained a motion for the approval. Motion by Mr. Leahy; Second by Ms. Plucker to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES.

Agenda Item # 5: Request Approval – State of Good Repair – Phase I Change Order

Staff requests authority to approve State of Good Repair – Phase I Change Order 5 in the amount of 132,088.

In April 2011, the Board authorized staff to award a contract to The Weitz Company, in the amount of 1,885,000, to complete the State of Good Repair – Phase I project. Due to various changes the following Change Orders were approved by the Executive Director as provided for in Metro’s Purchasing Policy.

Change Order #	Date Approved	Amount
1	08/30/2011	53,077
2	10/25/2011	37,308
3	11/03/2011	85,656
4	12/23/2011	40,198

Change Order 5 exceeds the Executive Director’s purchasing authority of 100,000. A copy of the Prime Contract Change Order is included for your review.

This item will be funded with 80% State of Good Repair 5309 funds. Board approval will encumber 26,418 local dollars.

This item was reviewed by the Procurement Committee prior to the Board Meeting; with Committee concurrence, staff requests the Board approve the Resolution as presented.

The Chair entertained a motion for the approval. Motion by Mr. Moore; Second by Ms. Plucker to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES.

Agenda Item # 6: Request Authority to Award Contract – Portable Hoists

Staff requests authority to award a contract to Clay’s Pump and Equipment of Council Bluffs, Iowa, in the amount of 373,849.68, for ten portable lifts and ten jack stands.

On December 15, 2011, Metro let the Request for Quotes and published the document on its website. Metro received four quotes of which three were compliant. A copy of the Quote Tabulation and other project information is included for your review.

This project will be funded with 80% State of Good Repair 5309 funds. Board approval will encumber 74,770 local dollars.

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This item was reviewed by the Procurement Committee prior to the Board Meeting; with Committee concurrence, staff requests the Board approve the Resolution as presented.

The Chair entertained a motion for the approval. Motion by Ms. Plucker; Second by Mr. Leahy to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES

Agenda Item # 7: Request Authority to Award Contract – Leased Vehicles

Staff requests authority to award a contract in the amount of 136,000, to North Central Bus Sales of St. Paul, Minnesota, for two replacement paratransit vehicles for lease to the cities of Bellevue, Nebraska and Council Bluffs, Iowa

The vehicles will be procured via the State of Minnesota Materials Management Division contract awarded to North Central Bus Sales on July 6, 2011.

This project will be funded with 83% 5309 funds in the amount of 112,880, and 17% local funds paid for by Bellevue and Council Bluffs, respectively. Board approval will not encumber any Metro local dollars.

This item has been reviewed by the Procurement Committee prior to the Board Meeting; with Committee concurrence, staff requests the Board approve the Resolution as presented.

The Chair entertained a motion for the approval. Motion by Mr. Moore; Second by Mr. Braun to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES

Agenda Item # 8: Request Authority to Award Contract – Alternative Analysis Study

Staff requests authority to award a contract to HDR Engineering, Inc., of Omaha, Nebraska, in the amount of 1,299,395.42, to complete an Alternatives Analysis Study.

On August 5, 2011, Metro let the Request for Qualifications and published the document on its website and a notice in the Omaha World Herald. Metro received Statements of Qualifications from Leo A. Daly, URS Corporation and HDR – all of Omaha. A Selection Committee, comprised of representatives from the City of Omaha, the Metropolitan Area Planning Agency and Metro, conducted interviews with the three firms on October 20, 2011. HDR was the highest ranked firm followed by URS and Leo A. Daly. A copy of the Professional Services Agreement is included for your review.

This project will be funded at a 63% / 37% federal/local ratio. The 63% federal share will be paid for with 700,000 5339 funds and 125,000 flexed 5307 funds transferred from the Nebraska Department of Roads to Metro via the Federal Highway Administration's Surface Transportation Program and the Federal Transit Administration's Urbanized Area Formula Program. The 37% local share will be paid for with 469,395 dollars from the City of Omaha and the balance by Metro. Board approval will encumber 5,000 local dollars.

This item has been reviewed by the Procurement Committee prior to the Board Meeting; with Committee concurrence, staff requests the Board approve the Resolution as presented.

The Chair entertained a motion for the approval. Motion by Mr. Young; Second by Mr. Braun to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES

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Agenda Item # 9: **Request Approval – Amend 2012 Unified Planning Work Program**

Staff requests authority to amend the 2012 Unified Planning Work Program (UPWP) to program Surface Transportation Program (STP) funds received from the Nebraska Department of Roads for the following project:

Description	Agency	Amount (x \$1,000)
Alternatives Analysis Study	Federal	125.00
	Metro	0.00
	City	31.25

Board approval will not encumber any local dollars and ensure Metro’s continued compliance with Federal Transit Administration planning requirements.

This item has been reviewed by the Procurement Committee prior to the Board Meeting; with Committee concurrence, staff requests the Board approve the Resolution as presented.

The Chair entertained a motion for the approval. Motion by Mr. Braun; Second by Ms. Plucker to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES

Agenda Item # 10: **Request Approval – Fuel Contract**

On December 19, 2011, the price of diesel fuel dropped such that it was prudent to obtain quotes for diesel fuel for the period of May 1, 2012, through August 31, 2012. Three (3) compliant bids were received. Sapp Bros. Petroleum submitted the low bid at \$2.9698 per gallon, including freight, for 330,000 gallons. The Executive Director advised the Board Chair, Mr. Young who agreed with the approval of the contract to Sapp Bros. We are requesting full Board concurrence in a contract award to Sapp Bros. Petroleum in the amount of \$980,034.00. Sapp Bros. is paid upon invoicing after delivery which will be spread out incrementally throughout the contract period.

Recommend Full Board Approval

The Chair entertained a motion for the approval. Motion by Mr. Braun; Second by Mr. Leahy to approve the Resolution as presented.

ROLL CALL:

UNANIMOUS. MOTION CARRIES

Agenda Item # 11: **Administrative Report**

First I’d like to talk about how our ridership is doing; the graph represents the passenger trips between 2004 and what happened thru December of last year. We’re right about 4 million passenger trips, that’s a really nice trend we got going on. I had earlier reported about what’s going on in January, hopefully those number will sustain themselves. I think our Transit centers in general are helping our ridership, because it does provide passengers with the safe place to make that transfer. They don’t have to navigate some of our dangerous intersections in town and cross all that traffic. This conceptual drawing you see here is our currently our preference we’re working on and going towards. In the next page diagrams the layout in more specifics and even this isn’t accurate anymore; we had this meeting last Friday. We’ve already started to change this particular concept. We’ll get this down to where we feel we have something we can take to a final design phase and that point in time, all the items necessary to be resolved within the lease with the Nebraska Department of Roads will be identified and get them all resolved at one time. Then we’ll have a meeting with the Operations Committee to review our preference for the final design and later have a presentation for the full board. We’ll probably be in a better position to provide you with a time line next month.

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The last thing I'd like to talk about is the Regional Authority and where we're at with that; we worked closely with our lobbyist and our attorney, Tim Kenney with drafting an actual bill. It was decided considering the climate in Lincoln and the fact that it's a short session not to introduce that particular legislation. There were a number of issues and feedback that came back from number of senators that caused us to have some further consideration. We do have a pretty decent bill that takes care of the statute in order to get us where we think we need to be. The other factor is that we have a Regional Transit Visioning Project coming up in the near future. It's MAPA's project funded from Surface Transportation money that was flexed over from Federal Highway. It will address service in the entire regional area.

Agenda Item # 12: Executive Session – No Tentative items for Discussion

Agenda Item # 13: Date, Time and Place of Next Regular Board Meeting

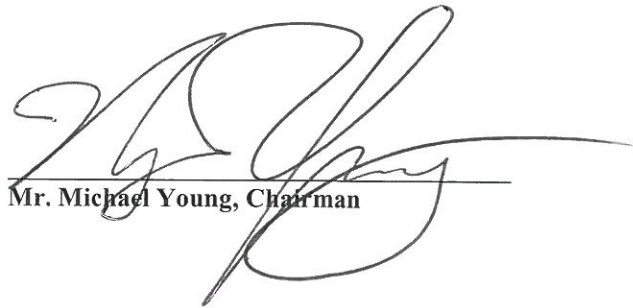
Thursday, February 23, 2012 at 8:30 a.m., at Metro Transit.

There being no further business to come before the Board, the Chair entertained a Motion to Adjourn the Meeting at 9:10AM.

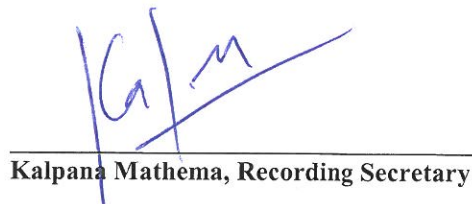
Motion by Mr. Young; Second by Mr. Braun.

ROLL CALL:

UNANIMOUS. MOTION CARRIES.



Mr. Michael Young, Chairman



Kalpana Mathema, Recording Secretary